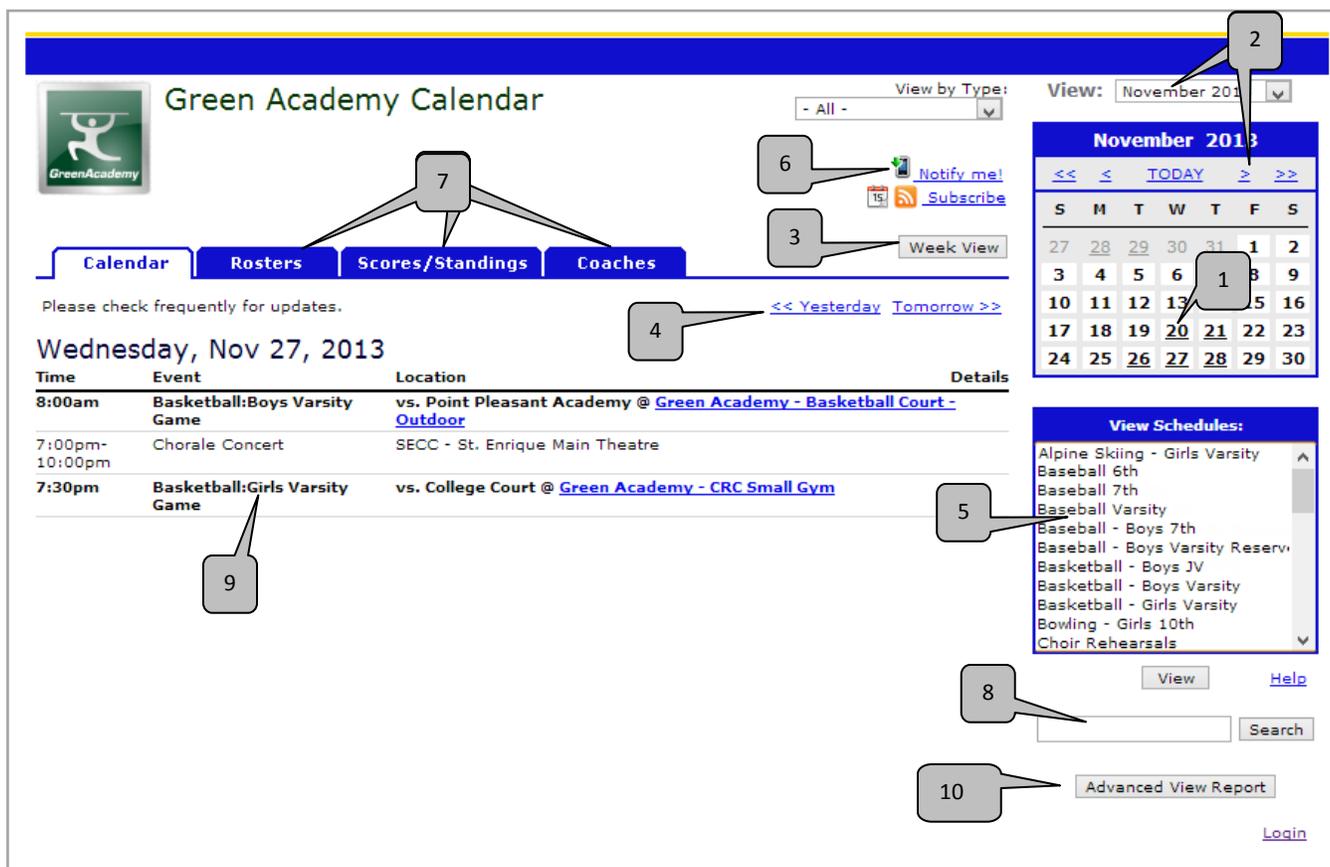# Activity Scheduler - User Guide for Parents (2013-14)

We use the *rSchoolToday*™ **Activity Scheduler** as our School Calendar, as it provides significant advantages to our school and community. Because it is web-based, we can provide you instant access to the most up-to-date information at all times. You can push schedules to your phone, tablet, or computer and they will automatically update with any changes. You can also sign up for instant notifications and reminders, via email or text message.

Here is a quick snapshot some of the key features.

1. Click on any date to see the activities for that day. Underlined dates have activities on that date.
2. Jump or flip to any month.
3. Switch between the Week and Day View.
4. Flip to the next/previous day or week
5. View the full Schedule for any activity or activities. Choose the schedule(s) you want and click View.
6. **Notify Me!** Set yourself up for Change Notifications or Reminders as email or text messages.
7. View Rosters, Scores, Standings, and Coaches Directory (if published).
8. Search – search by activity or location
9. Click any activity for more details, including maps, social networking, address, phone #, etc.
10. **Advanced View Report** gives you detailed reports by location, gender, level, location, etc.

More detail on some of the key features.

Activity Detail

Click on any Activity to get full details, including interactive Google Maps, and sharing the activity to your Facebook, Twitter or Linked-In site. This page is also printable.

Viewing Schedules

To create a personal calendar, hold down the 'control' key on your computer keyboard and click all the schedules you want to see, then click on the **View** button. For Mac users hold the open-Apple key.

If you have a pop-up blocker on your computer, the first time you try to view a schedule, it may not open up. You will need to 'always allow pop-ups from this site.' Then try it again.

This pulls up a combined schedule of all the activities you selected. Now, you can push those schedules to your phone, tablet, or computer. Your phone, tablet, or computers will auto-update with any new events or changes made by the school (see below).
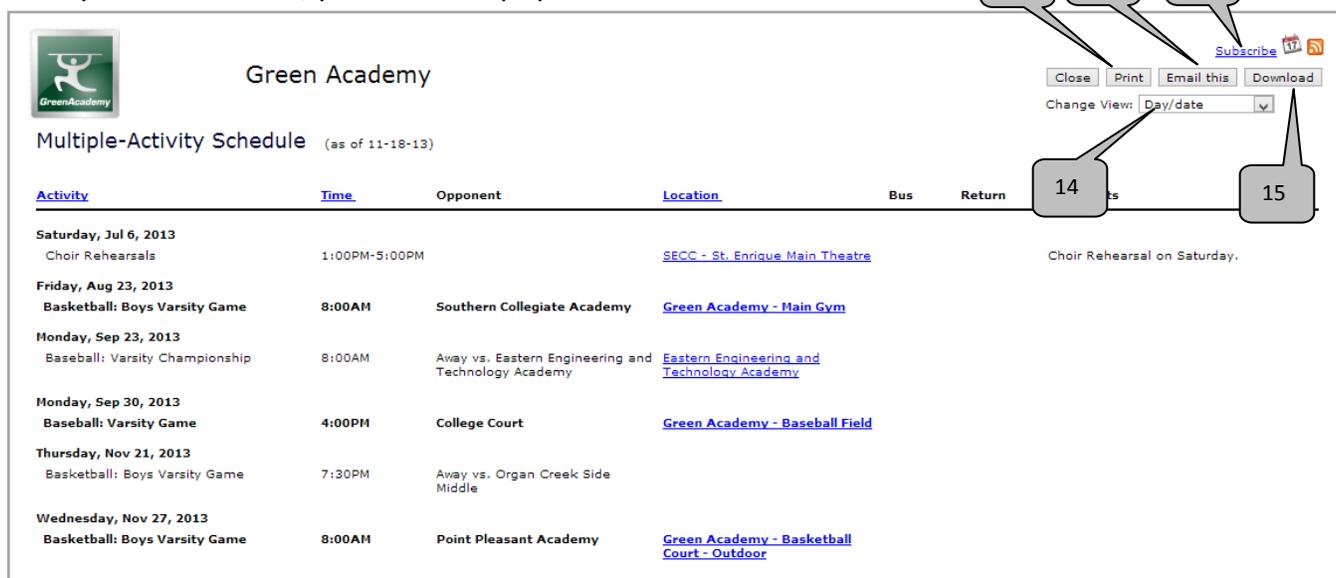
When viewing Schedules:

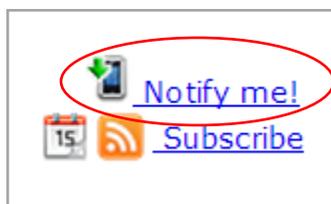After you click on View, you have many options:

11. You can print schedules.

12. Email schedules. This sends a link with the latest version of the schedule. You can also attach a file of the schedule to the email, but it's MUCH better to only send the link.

13. Subscribe to schedules. This will let you push the initial schedule plus all added events and changes to your iPhone, iPod, iPad, Droid, Outlook, Google Calendar, iCalendar, etc.
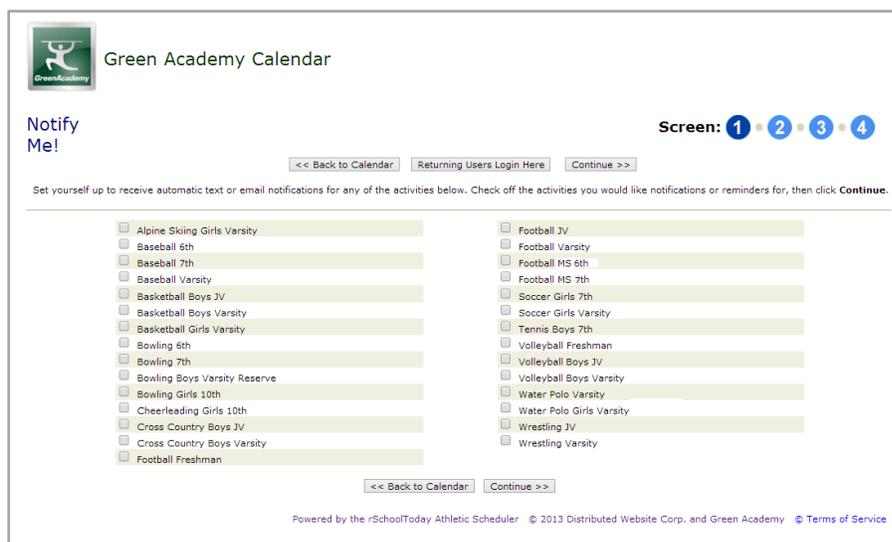
14. Choose multiple ways to view the schedules, including the classic Month view calendar.

15. Download a file of the schedules to various file formats.

NOTIFY ME! Automatic notifications and reminders

Click "Notify Me" from the main calendar screen (see #6 above) and follow the instructions to subscribe to schedules and get text messages and/or email notifications for reminders before events and for schedule changes.

Contact rSchoolToday directly with questions at: support@rschooltoday.com or **Toll-Free at: 1-(800)-893-0914** from 7am-8pm CST Monday through Friday.